



**DEFENSE FINANCE AND ACCOUNTING SERVICE  
ARLINGTON**

**1851 SOUTH BELL STREET  
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PMO-DTS

July 12, 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Defense Training Administration (DTA) Training Class Attendance**


The Program Management Office-Defense Travel System (PMO-DTS) has a limited budget and resources to complete the Defense Travel System (DTS) Block 1 requirements. The Program Office is experiencing less than full attendance for the Defense Training Administration (DTA) classes.

Without advance notice from the Services and Agencies, PMO-DTS is prevented from filling the class to the 20-seat maximum with students on the waiting list. When attendance in a class falls short, the government must still pay the contractor the full amount for the class.

Effective August 1, 2005, we will start charging the respective Services and Agencies for unfilled DTA training seats. At each DTA Training class:

1. If at the start of Lesson 1, the online registration list for the class is less than 20, the Service or Agency will be billed for unfilled seats. The cost will be added to the Services and Agency's DTS O&S MIPR.
2. If a student on the submitted roster does not attend the first day of class, they will not be admitted to class the next day. (It is simply too difficult for the student and instructor to catch up on 8-hours of missed instruction).
3. The charge for unfilled seats will be \$1,000 per seat when attendance is less than 20.

The POC for this memorandum is Dr. Linda Fenner and she can be reached at (703) 778-4600, ext. 5005 or via e-mail at [fennerl@osd.pentagon.mil](mailto:fennerl@osd.pentagon.mil).

  
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